

Prod Move Checklist/Schedule

Task	Time	Assignment	Due Date	Status
I. Move Preparation				
Review move checklist and customize it for upcoming move		FAs		Not Started
Make appropriate changes to the case copy program	3 weeks prior	FAs		Not Started
Notify Info Tech, DWD staff, Help Desk, and CPS of move	3 weeks prior	FAs		Not Started
Designate a Point of Contact (Migration Coordinator) for the move		FAs		Not Started
Notify all individuals that they are on the contact list (ensure that no one on the list has a vacation planned during the move)		FAs		Not Started
Review the completed customized move checklist		FAs/DBAs/Prod Support		Not Started
Estimate of length of time needed for moves in Training		Prod Support		NA
Estimate length of time needed for moves in Production		Prod Support		NA
Estimate of length of time needed for ACD's and other DBA work in Training		DBA		NA
Estimate length of time needed for ACD's and other DBA work in Production		DBA		NA
Meet to review move checklist with CPS (determine weekend batch schedule)		FAs/ DBAs/ Prod Support/ CPS		Not Started
Request for Training to come down on Thursday night		Prod Support		Not Started
Send out an advisory that Training may be delayed for Friday morning (DXBM via DWD Cares)		Prod Support		Not Started
Request Production to be up Sat. (for CARES validation testing only)		Prod Support		Not Started
Request for IMS format switch, if required (to allow for changes to on-line screens)		Prod Support or DBA		Not Started
Cancel case copies for Thursday and Friday night (Special Initiative lead will handle emergencies)		FAs		Not Started
Cancel on requests for Training Thursday and for Production Friday (Special Initiative lead will handle emergencies)		FAs		Not Started
Process Help screens for Systems and UAT		DBA		Not Started
Call Nancy Myers once screens have been processed		DBA		Not Started
Inform Prod Support of load library compress		FAs		Not Started
Ensure that security definitions have been submitted		DES Cares		Not Started
II. Move Request (PPIR) Preparation for QA				
Complete PPIR correctly and obtain appropriate signatures		FAs		Not Started
Complete package ID list in Excel (list should contain FTB, PCR, and Package ID)		FAs		Not Started
Prepare required attachments with handwritten explanations of return code errors		FAs		Not Started
Ensure that the following CATS information is completed:				
Bundle and PCR #s agree with those on package ID list		FAs		Not Started

	Bundle and PCR statuses are correct		FAs		Not Started
	Every PCR in the bundle is on the package ID list, Withdrawn, or Not Started/Yes with the appropriate deliverable cross-reference note		FAs		Not Started
	Components' statuses are correct		FAs		Not Started
	Every ChangeMan component in each package is in at least one PCR		FAs		Not Started
	Every ChangeMan component in each of the PCRs is in a package or there is a note explaining why the component is not moving with the rest of the request (note appears on audit reports)		FAs		Not Started
	PCRs contain notes that document the way the move is being handled (e.g., document any exceptions to a routine move, such as BLD is being tracked in a deliverable or another PCR)		FAs		Not Started
III. Move Request - Submission and Approval					
	Review and approve move request by the State	Tues	State		Not Started
	Submit completed move request (PPIR) to QA. Include package ID list and attachments.	12:00p Wed.	FAs		Not Started
	Review and approve move request by QA		QA		Not Started
	Submission of move request to Prod Support		QA		Not Started
IV. Analyst Tasks					
	ACDs/BGImpacts into DBAs		Analyst		Not Started
	SPUFI requests		Analyst		Not Started
	Reference table change requests		Analyst		Not Started
	JCL migrations	11:30a Thurs.	Analyst		Not Started
	Control-M requests (See Prod Support to verify the time)	11:30a Thurs.	FAs		Not Started
	Dataset allocation requests	11:30a Thurs.	Analyst		Not Started
V. Reference Table Changes					
	Ensure transaction definition has been completed in TTCD for all environments		FAs		Not Started
VI. Confirmation Calls (complete only if move is after batch)					
	CPS calls Migration Coordinator to confirm that batch is completed		CPS		Not Started
	Migration Coordinator calls DBAs to begin DBA tasks		FA		Not Started
	Migration Coordinator calls CPS/Prod Support for program migration		FA		
	Migration Coordinator calls CPS to do Control-M and JCL migrations		FA		Not Started
VII. DBA Tasks					
	Implement ACDs		DBA		Not Started

	Run SPUFIs		DBA		Not Started
	Upload tables		DBA		Not Started
	Archive data		DBA		Not Started
	Process Help screens for Prod		DBA		Not Started
	Call Migration Coordinator to confirm completion		DBA		Not Started
VIII. CPS/Prod Support Tasks					
	Define Control-M requests		CPS		Not Started
	Move JCL changes		CPS		Not Started
	Complete dataset allocation		CPS		Not Started
	Prod Support calls Migration Coordinator to confirm completion		CPS		Not Started
IX. Program Moves					
	Compress load libraries		Prod Support		Not Started
	Migration Coordinator calls CPS to perform program migration once the DBA call and CPS/Prod Support call have been received		FA		Not Started
	Install Packages		Prod Support		Not Started
	Verify the moves		FAs		Not Started
X. Friday Training Verification - On-line					
			Various		Not Started
XI. Saturday Prod Verification - On-line					
		9:00a-12:00p Sa	Various		Not Started
	Determine whether Prod is needed on Sunday	6:30pm Sat	Various		Not Started
	Migration Coordinator calls appropriate individuals with status update	9:00am, 6:30pm Sat	FA		Not Started
	Call CPS about need for Prod on Sunday	6:30pm Sat	FA		Not Started
	Sunday Prod Verification	9:00a-12:00p Su	Various		Not Started
Migration Coordinator Contact List					
	FA3	Home/Cell	Work Ext.		Area/Subsystem
	Batchu Venkat	286-8377	284		CN
	Segar M	242-1022	482		CN
	Oscar Feliciano	277-9342	208		CN
	Ravi Dasaraju	294-1243	297		CN
	Prabakaran S	242-9397	296		CN
	Murali Sundaram	831-1260	261		CN
	Soma T	249-8336	232		CN
	Kasi Karri	298-9760	241		CN
		250-3411 /			
	Mary Suter	(412)999-4779	475		CN

	Amanda Rogers	213-5403	236		CN
	FA2				
	Aswin Balasubramanian	240-0361	292		SFU
	Govinda Annyapu	280-8682	214		EDBC & MC
	Amit Srivastava	836-3760	266		028
	Marty Carreras	218-9365	473		028
	Kathy Kasick	(412) 606-6069	262		028
	Test Team				
		441-9578			
	Jill Minshall	692-1548	223		CN
	Melissa Otter	839-4397	221		028
	Additional Contacts				
	Deloitte Pager	C:239-8024	P: 1-800-762-8699		
	CPS Personnel - Todd Whitbeck	266 8160	P: 276-2418		
	ChangeMan Support	1-800-762-8699			
	DWD Personnel				
	DWD Personnel - Chris Williams		P: 275-2668		
	DWD Personnel for ACFII Support - Tom Meier		P: 275-1680		
	Reference Tables - Tom Meier		P: 275-1680		
	LAN Admin - Rick Blumer		P: 1-800-724-3624 (1667066)		
	IMS On Call	264-9383			
	DHFS Personnel - Jim Jones	C: 212-7176	P: 578-3047		
	DBA - Abdul Patan		P: 1(800)777-4686 (3133954)		
	Management - Jill Jokela		P: 275-8413		
	Management - Tim Hine		P: 275-2655		
		833-8998 / 239-8024			
	Management - Divya Nidhi				
	Management - Al Pedder				
	Production Support - Tom Mangelsdorf	834 0088	P: 1-800-762-8699 (no Pin)		